



Town of Lexington Historic Districts Commission

Lynn Hopkins, Chair
Anne Eccles
Britta McCarthy
Paul Ross
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Tel: (781) 698-4524

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Information for Applicants for Historic Districts Commission Certificates of Appropriateness

All applicants should review the Lexington Historic District Commissions Application Instructions and Guidelines. The Guidelines are available on line at http://www.lexingtonma.gov/sites/lexingtonma/files/uploads/hdc_guidelines_updated.pdf and from the Office of Community Development. These guidelines explain in detail the purpose, process and priorities of the Historic Districts.

The Commission needs to understand how the proposed project will fit within the existing building and neighborhood. Drawings, photographs, catalogue cuts, samples and the like should demonstrate the appropriateness of the project. A complete submission for an addition or major renovation will include the following items:

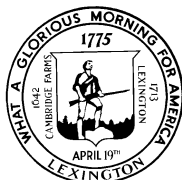
1. **Photographs of the existing building and adjacent structures** that establish the context for the project. ALL submissions, even those for signage, MUST include photographs or accurate drawings that:
 - a. Show the ENTIRE face of each building elevation visible from a public way
 - b. Show the adjacent buildings or surrounding landscapeApplications lacking these photographs will be incomplete and will not be scheduled for a hearing.
2. **Elevations and plans** of the proposed project, shown in context with the existing building, drawn to scale and with building materials labeled. Drawings of **critical exterior design details** may be requested. The dimensioned drawings that will be submitted to obtain the building permit are required.
3. **Site plan** showing existing buildings and structures as well as proposed changes.
4. **Catalogue cuts** of windows, doors, light fixtures, fences and other manufactured products.
5. **Listing of all proposed exterior materials and colors** and locations of same, and where appropriate, **samples**.

The Commission requires a **digital version and 10 copies of the submission for a formal hearing by the application deadline**, typically the Friday four weeks before the scheduled hearing. This allows time for abutters to be notified, the hearing to be publicized and commissioners to review the proposal, visit the site and request any additional information prior to the actual hearing. By signing the "Application for a Certificate of Appropriateness" the applicant understands and agrees that, at their convenience, individual Commission members may visit the property to view the areas and details of proposed changes.

Modest modifications, such as a change of paint color or reroofing, will not require all of the documents listed above. Check with the clerk to confirm the level of documentation appropriate for the project.

The initial formal hearing must be published in the Minuteman. The newspaper will bill directly for the cost of this legal notice, approximately \$25.00 to \$40.00, depending on length.

Any violation of a previously issued Certificates of Appropriateness must be remedied before an application for additional work will be accepted.



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Lexington Historic Districts Commission Application for a Formal Hearing and a Certificate of Appropriateness

Have you visited with the Commission at an Informal Discussion to discuss your project?

☐ Yes ☐ No

The Commission requires that applicants with a larger or more complicated project, such as an addition and major renovation, discuss their project with the commission at an *informal* discussion prior to submitting a formal application. A separate application is available for an informal discussion.

Application is hereby made for issuance of a Certificate of Appropriateness for:

Addition ☐ Alteration ☐ Construction ☐ Demolition ☐
Painting ☐ Re-roofing ☐ Re-siding ☐ Signage ☐ Other ☐

Address: _____ Map: _____ Lot: _____

SUBMISSION INCLUDES:

- ☐ Photographs or accurate drawings showing:
- (a) Entire face of each building elevation visible from a public way
 - (b) Adjacent buildings or surrounding landscape
- ☐ Elevations, plans, details of proposed design ☐ Site plan
- ☐ Catalogue cuts ☐ Materials list

DESCRIPTION OF PROJECT: _____ (Attach additional sheet(s) if necessary)

Owner: _____

Owner's Address: _____ Telephone: _____

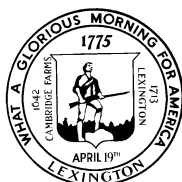
Applicant (if not owner): _____ Title: _____

Applicant's Address: _____ Telephone: _____

Applicant's e-mail: _____

I certify that I have read the "Lexington Historic Districts Commission Application Instructions and Guidelines" and that I will conform to all applicable provisions and conditions.

Signature of Applicant: _____ Date: _____



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LEGAL NOTICE AUTHORIZATION

Please sign and return to Lexington Historic Districts Commission, 1625 Massachusetts Avenue, Lexington, MA 02420 along with completed "Application for Certificate of Appropriateness" and Abutters List.

Date: _____

To: GateHouse Media New England/Community Newspaper Company
Legal Notice Department

I hereby authorize GateHouse Media New England/Community Newspaper Company to bill me directly for the legal notice published on _____ in the **Lexington Minuteman** newspaper for a public hearing with the Historic Districts Commission regarding property at

Signed: _____

Print Name: _____

Billing Address: _____

Phone: _____

email: _____



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Town of Lexington

Clear Form

Request For Certified Abutters List

Request Date

Requestor's Due Date

To Whom It May Concern:

I would like to request a Certified Abutters List for the following property:

Property Addresses: _____ Tax Map #: _____ Lot #: _____ Unit # _____

Other Related Map/Lot#: _____

Current Owner(s): _____

For the purpose of contacting abutters for:

- | | |
|---|--|
| <input type="radio"/> Board of Appeals (Within 300') | <input type="radio"/> Historical District Commission (Within 100') |
| <input type="radio"/> Planning (Within 300') | <input type="radio"/> Selectmen (Within _____') |
| <input type="radio"/> Conservation Commission (Within 100') | <input type="radio"/> Out of Town (Within _____') |
| <input type="radio"/> Historical Commission (Within 100') | <input type="radio"/> Town Engineer (Within _____') |

Other criteria as follows: _____

(Example: All condo association owners Or All properties on Elm St between Sugar St and Maple St.)

The Certified Abutters List should be Delivered as follows:

- ☐ Picked up Please call when ready # _____
Phone Number Ext
- ☐ Emailed to _____

Printed Name

Date

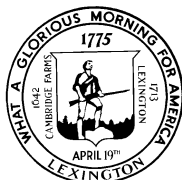
Mailing Address

Phone

Ext

The source data and the process employed to establish this Abutters List has been certified by the Town of Lexington:

RFLent



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Historic Districts Commission

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Lexington Historic Districts Commission
Application for an Informal Discussion

The Commission requires that applicants with larger or more complicated projects, such as additions and major renovation, discuss their projects with the Commission prior to submitting a formal hearing application. Applicants are expected to have received zoning determinations or ZBA approvals prior to seeking informal discussions with the Historic Districts Commission.

The applicant would like to informally discuss a proposed project with the Commission.

Addition ☐ Alteration ☐ Construction ☐ Demolition ☐
Painting ☐ Re-roofing ☐ Re-siding ☐ Signage ☐ Other ☐

Address: _____ Map: _____ Lot: _____

DESCRIPTION OF PROJECT:

Owner: _____

Owner's Address: _____ Telephone: _____

Applicant (if not owner): _____ Title: _____

Applicant's Address: _____ Telephone: _____

Applicant's e-mail: _____

I certify that I have read the "Lexington Historic Districts Commission Application Instructions and Guidelines" and that I will conform to all applicable provisions and conditions.

Signature of Applicant: _____ Date: _____